



Request for Proposals

Wireless Security Camera Network

Town of Clarence, New York

One Town Place

741-8930

www.clarence.ny.us

Due Date: February 22, 2008

1. Introduction

The Clarence Town Board has issued a directive to investigate a wireless security camera network public safety program for the Meadowlakes Town Park and the Clarence Bike Path also located in Clarence, NY.

The intent of this security camera network is to improve the safety of residents who visit the park and use the bike path and to reduce the losses associated with theft and vandalism. When fully implemented the wireless digital video surveillance can provide law enforcement agents and first responders with access to real-time video in emergency situations and evidence in criminal proceedings. Funding for the wireless camera network will be provided by private sources and government grants.

The Town of Clarence plans to install a number of security cameras to provide surveillance for Meadowlakes Town Park and specified areas on the Clarence Bike Path however the deployment may eventually include all of the Town parks and bike paths. The wireless camera project specification will also eventually include intelligent video analytics. The camera deployment must be delivered on an expedited basis with a target completion date of 00/00/08.

2. Purpose

The purpose of this RFP is to obtain proposals from highly qualified Respondents to serve as system integrators and project managers of a turnkey, cost-effective, comprehensive solution for pole mounted, weather resistant network cameras and a video network control center.

The Town will monitor the network from a designated office located at the Town Hall, (or other Town building). Respondents may combine the wireless mesh with WiMax, fiber or leased line backhaul to provide the best combination of data throughput and cost efficiency.

The winner of this competition will be expected at their cost to utilize the 4.9 GHz public safety spectrum or any other technical solution proposed by the Respondent. In this regard, the Town holds license to bandwidth in the 4.9 GHz public safety spectrum.

The Town seeks to facilitate a wireless security camera network whereby:

- a. The Town grants access to its street light poles, traffic signal poles and other infrastructure on a nonexclusive basis.
- b. The Town and the Selected Respondent collaborate with the other entities, including the Clarence Senior Center, Clarence Youth Center, Clarence Schools, private security firms and private companies, to provide the law enforcement agencies and Fire Departments with access in the event of an emergency to private security cameras operated by these entities. This capability will require separate agreements between the Town and the participating entities.
- c. The term of this contract is envisioned to be five years in length, with subsequent renewal options at the Town's discretion.

3. Policy Goals

While the Town seeks creative solutions to accomplish its objectives, all proposals will be considered in light of the following three policy goals:

- **Crime Prevention**

The security camera network must assist the law enforcement agencies to combat crime. Proposals must be designed to provide vital information in recorded and real time where it is needed and archival video to support crime solving and prosecution. End-user flexibility, functionality and ease of use are vital.

- **Business District Economic Development**

Camera placement in the parks and bike paths will improve public safety and encourage the use of these facilities by providing the Town with an additional public safety tool and the public with a visible reminder of police support.

- **Homeland Security**

Clarence's location near the border with Canada mandates a continuing commitment to Homeland Security. The security camera network must complement ongoing efforts and must provide the ability to interoperate with other locally based public and private security camera networks.

4. CURRENT SYSTEM

No security system currently exists at Meadowlakes Park or the Clarence Bike Path and no monitoring station exists at the Clarence Town Hall. All systems and equipment are to be newly installed and will not require retrofitting to any existing systems.

5. SITE TOUR

A tour of the Clarence Town Hall, Meadowlakes Park and Clarence Bike Path is available to those interested. Such requests should be made at least 48 hours in advance and will be scheduled during normal business hours (Monday - Friday, 8:00 am - 5:00 pm).

All requests should be directed to Karen Jurek at 716-741-8930

6. PROJECT SCHEDULE

The schedule for the procurement and installation of the system is as follows:

- 02/01/08 RFP sent to Respondents
- 02/22/08 Respondent proposals due by 2:00 pm.
- 02/27/08 Respondent selection complete

7. RESPONDENT SUPPORT

Town of Clarence will require the following support as part of the proposal. Please indicate the unit prices that would apply for additional services. Please indicate the length of time such rates would be in effect.

- 4 hour response time emergency service
- 24 hour response time non-emergency service

8. TRAINING

Town of Clarence, as part of the proposal, will require administrative training. The training should be performed on-site and should be conducted about the same time period as the actual network installation.

- Basic systems operations
- Remote camera & video recorder operation
- Equipment maintenance & troubleshooting procedures

9. LEVEL OF INNOVATION

The Town of Clarence is looking for a turnkey solution that is both scalable and extendable as the state-of-the-art changes in the use of video as data in future undefined law enforcement applications. As such, a proven track record in bringing to market new innovative uses of video data will be more attractive to the Town than those Respondents whose sole experience is as an integrator of current technology.

10. RESPONDENT INFORMATION

In an effort to understand the capabilities of your firm, Town of Clarence requests the following general information. A background summary of the individual(s) who will be principally responsible for the system implementation is also encouraged.

- Age of the Company: _____
- Number of employees: _____
- Number of service technicians: _____
- Number of security installations: _____
- Average security system size: _____

11. RESPONDENT CRITERIA

- Respondent should have been incorporated to do business in the State of New York for a minimum of the last five (5) years, all as a security systems sales and service facility.
- Respondent staff should include trained engineer/technicians who shall be the primary responder to the Town of Clarence requests for services.
- Respondent should be a stocking distributor and/or authorized reseller of equipment, components, and software identical to, or directly substitutable to, those in use by the Town of Clarence.
- Respondent should be able to provide remote diagnostics, support and upgrades to minimize charges for routine maintenance.
- Respondent should be able to provide 24-hour emergency replacement or loan of any critical system component

12. JOINT VENTURE PARTNERS

If the proposal is submitted with Joint Venture Partners, provide full information concerning the nature and structure of the Joint Venture, including:

- Entity(ies) that will be guaranteeing contract performance;
- Which entity is responsible for which portion of the work;
- Date of Joint Venture formation; and
- A statement as to whether the agreement between Joint Venture Partners makes each partner jointly and severally liable for contractual obligations of this project.

Further regarding joint ventures, if Respondent is a joint venture, attach a copy of the joint venture agreement signed by an authorized officer of each joint venture partner. Each partner must execute required insurance certificates.

13. REFERENCES & HISTORICAL PERFORMANCE

In responding to this RFQ, Respondents will supply a list of five (5) current customers supported by the respondent as references. These references should be complete with a contact name and phone number. Two references must be public sector clients and at least one reference must be equal to, or larger than the scope of operation and services utilized by the Town of Clarence. If Joint Venture Partners are proposed, provide references for each.

Respondents must also provide at least one reference account where the Respondent has installed, supported and maintained a similar combination of hardware and software components as those being recommended to the Town of Clarence for a period of not less than (2) years.

References will be contacted regarding Respondent performance.

14. SUBMISSION OF PROPOSAL

Please submit your proposal (1 copy faxed and 1 copy to e-mail as indicated below, no later than February 22, 2008 at 2:00 pm, to:

**Nancy Metzger, Town Clerk
Town of Clarence
One Town Place
Clarence, NY 14031**

**Phone: 716- 741-8930
Facsimile: 716- 741-4715**

Proposals may be submitted by facsimile or electronic mail, however, an original proposal, with a purchase agreement must be received by 02/22/08 to be considered for final selection.

15. AWARD OF THE PROPOSAL

Town of Clarence reserves the right to select a Respondent on any basis it deems to be in its best interests. It further reserves the right to reject any or all bids when such rejection is in the best interest of Town of Clarence.

16. OFFER AND ACCEPTANCE

The selected firm will be forwarded three (3) original agreements for signature. Upon Town of Clarence's receipt, they will be submitted for final execution and one (1) fully executed original will be returned to the Respondent for commencement of the project.

Thank you for your prompt attention to this request, and please contact **Steve Flaminio at Network Services at 716-839-5309**, should you have any questions.

17. PROPOSAL FORMAT

Respondents are requested to use all applicable government discounts for each of the products selected. The proposal shall be submitted clearly indicating the cost each item purchased in a line item format and not just a gross total bid. Each item should have a separate line for the cost of the product and the cost of the installation.

18. REQUIREMENTS

All proposals must meet the following criteria:

If there will be any additional monthly and/or annual maintenance and support costs, they must be included in the proposal.

The Respondent is responsible for the provision and installation of the video surveillance system according to specifications in a fully functional manner. Any unforeseen costs required to make the system fully operational must be borne by the Respondent.

The Town of Clarence agrees to provide the following:

- Electrical power at all locations for the operation of the security systems as specified by the Respondent
- A secured location at the Town Hall (or another Town building) for video surveillance monitoring, recording and control station equipment.

The Respondent is responsible for the provision of all other components.

19. PROJECT OVERVIEW

As stated earlier, the initial phase of the project requires the installation of two or more surveillance cameras to be installed at Meadowlakes Park to provide real-time and recorded video images of:

- The bike path approach to Meadowlakes Park
- The park gazebo
- The park pavilion.

However, the Town of Clarence plans to expand this surveillance network to include all of the Town parks and multiple sections of the Clarence Bike Path. Therefore it is required that scalable solutions are proposed in order to allow the network to be expanded as additional funding becomes available.

20. PROJECT COMPONENTS & SPECIFICATIONS

a) Camera Requirements:

The Town is requesting that the Respondent provide a minimum of two camera options with distinguishable features and capabilities. The Respondent shall provide equipment that meets or exceeds the following specifications outlined below:

- Network IP camera.
- Transmit video in color.
- Provide a minimum of 22X optical zoom.
- Ability to operate in low light. Respondent is required to provide low light specifications.
- Ability to pan 360 degrees via remote control or pre-programmed cycle.
- Ability to tilt 180 degrees via remote control or pre-programmed cycle.
- Ability to operate in an enclosed case in conjunction with the environmental conditions possible in Clarence, NY.
- Must provide a streaming video signal to the monitoring station at the Town Hall, (or other Town) office with a minimum rate of 5 frames per second.
- Delivery of 30 frames per second is encouraged if it can be accomplished cost effectively without substantial increases in recurring network overhead requirements, data management and storage costs.
- Ability to record only when moving object(s) are detected in the designated surveillance area(s) for each camera

b) Camera Power Supply:

- Ability to operate on a 110 VAC power supply, 24-hours a day for an extended period of time, no less than nine months in duration provided the proper power requirements are met.
- Respondent will describe automatic camera operation recovery after restoration of power.
- Respondent will describe power maintenance requirements.

c) Transmission of Streaming Video

- Ability to transmit wireless data.
- Ability to transmit a minimum of 30 frames a second.
- Ability to transmit the wireless data in a secure encrypted format.

d) Mounting Pole Requirements

When an existing traffic or utility pole is not available, the Respondent shall provide and install a mounting pole to meet the following criteria:

- Include all necessary mounting brackets.
- Include all necessary electrical and electronic hookups.

e) Casing and Mounting Requirements

- Elevated to a minimum of 30' off the ground unless otherwise specified
- Weather resistant, vandal-resistant enclosure
- Waterproof under normal and severe rain conditions.
- Wind resistance in accordance with the stress of the materials.
- External temperature resistant range.
- The casing shall allow for the proper cooling and heating of the camera in order to work as intended if needed.
- Ability to resist vandalism.
- Ability to attach to street light poles, traffic signal poles and utility poles.
- Ability to attach to buildings.
- Ability to be moved and installed in a simplistic manner.
- All mounting devices and casing enclosures should be designed to be installed by a single individual of average size.
- Installation and removal of all mounting devices and casing enclosures should be achieved by the utilization of standard tools.
- Provide the proper ventilation and airflow in accordance with the specifications of the camera selected.
- Non ferrous metal construction of outer enclosure (if metal is utilized for exterior).
- The Respondent shall specify the total weight of one complete camera installation including camera, casing, mount and other equipment included in casing.

f) Data Storage

- All data shall be capable of being stored in a digital format that can be retrieved, copied, viewed, and deleted as needed.
- Data storage must be part of a secure chain of custody including physical and electronic security.

g) Recording Capabilities

- Allow the user to capture still pictures in a multiple formats.
- Allow the user to record streaming video in an industry-standard format that can be viewed on a standard DVD player or other common media.
- Provide a date and time stamp option.
- Provide video data in a manner consistent with the conveyance of video forensic evidence. Video must fairly and accurately represent what it depicts. It must be self-verifying, providing a detailed enough picture of the scene for a witness to confirm that the area is accurately depicted.

h) Server and Storage Specifications

- The Town expects to retain 28 days of video archives.
- Respondent must detail server specifications to support Respondent's recommended configuration including backup. Respondent must specify:
 - Processor.
 - Memory (RAM).
 - Minimum of an 8x DVD+R/+RW
 - Storage
 - Amount
 - Configuration (eg SAN)
 - Backup
- The Respondent shall specify the amount of storage required per hour of video.
- If the video is compressed the Respondent shall provided the ratio of video compression.
- The Respondent shall list all product name brands, models and configurations.

i) Size of video stream

- Proposals shall specify the size of the video streams from real-time or captured video.

j) Viewing

- A 1024 by 768 resolution viewing area is preferred.
- Software shall allow for the viewing of multiple cameras on one screen.
- Include ability to program the camera to pan/move in order to capture an area without an operator.
- The viewing system shall provide for rapid search capabilities.
- Ability to view up to 30 frames a second.
- The design should be easy to navigate by allowing the user to operate the camera via a "mouse" controller.
- The controllers shall accommodate a minimum of four preset coordinates per camera.

k) Intelligent Video Analytics

The Town prefers not to monitor all cameras 24 hours a day. The ability of law enforcement personnel to continually and effectively monitor multiple video screens is limited. It is the Town's preference to use human intervention to review prescreened video and determine if an immediate response is appropriate.

The Town will not require intelligent analytics as part of the current project but the surveillance system that is being installed now will have to be capable of interfacing with an intelligent video analytics system at some point in the future. An intelligent video analytics system should include:

- Intuitive user interface.
- Flexibility to grow to up to thirty five cameras.
- Central or distributed management.
- User defined events differentiated for each camera.
- Real time alerts.
- Day and time event definitions.
- Recognition of a minimum of 15 suspicious events.
- Optional placement of analytics at the network's edge, minimizing full-time bandwidth requirements.

l) Signal Transport

Respondents may specify any applicable method to transport the video signals and remote control commands to and from Meadowlakes Park and the controls station at the Town Hall, (or other Town building) as long as the signals meet the previously specified standards and that any reoccurring costs (e.g. telephone or Internet charges) are outlined in the proposal.

Addendum 1 – Insurance Requirement

REQUIRED INSURANCE

The Contractor shall procure and maintain at his own expense without cost to the Town, insurance as stated herein below:

CONTRACTOR'S INSURANCE

(a) Contractor shall not commence work under this contract until it has obtained all insurance required under this Contract and such insurance and bonds have been approved by the Town.

1. Worker's Compensation Insurance: Statutory
2. Employers Liability Insurance: \$100,000
3. Automobile Liability Insurance (combined bodily injury and property):
\$1,000,000 per occurrence: Aggregate \$1,000,000
4. Comprehensive General Liability Insurance: Including contractual insurance
combined bodily and property damage:
\$1,000,000 per occurrence Aggregate: \$1,000,000
5. To properly protect the TOWN, CONTRACTOR will maintain in effect General Liability Insurance in the amount of \$1,000,000 and Professional Liability Insurance in the amount of \$1,000,000 that provides protection for CONTRACTOR's performance of professional practices as (Architects/Engineers) and shall not assume liability for acts of other than the agents and employees of CONTRACTOR.

(b) The Contractor shall name the Town as additional insured in policies and provide the Town with a current certificate of insurance.

(c) Any accident shall be reported to the office of the Town Supervisor as soon as possible and not later than twenty-four hours from the time of such accident. A detailed written report must be submitted to the Town Supervisor as soon thereafter as possible and not later than three (3) days after the dated of such accident.

(d) The Contractor and all subcontractors shall furnish to the Town a certificate or certificates of insurance in a form satisfactory to the Town's Attorney showing that he has complied with all insurance requirements set forth herein, which certificate or certificates shall provide that the policies shall not be changed or canceled until thirty (30) days written notice has been given to the Town. Except for Worker's Compensation Insurance, no insurance required herein shall contain any exclusion of municipal operations performed in connection with the Contract resulting from this bid solicitation. The Contractor shall procure insurance coverage as hereinafter indicated.